

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
 100 USDA, Suite 102
 Stillwater, OK 74074-2653

For: County Offices

October Reports and Reminders

Approved by: State Executive Director



1 Report Policy

A Provide Report

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action

A Submit Reports

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
December 1, 2004	County Offices

**Administrative
Reports**

The following reports are to be submitted to the State Office
Administrative Section by the dates listed below:

Date	Report
Oct 4	Quarterly County Office Work Measurement (ASCS-54) (Applies to counties in work measurement) 12-AO, Par.42, Exhibit 9
Oct 7	CCC-288, CED Quarterly Receivables Certification and Compliance Review Action Plan. Exhibit 3, Notice FI-2637. Download Form CCC-288 from forms online.
Oct 7	CCC-289, CED Quarterly Claims Certification and Compliance Review Action Plan – Exhibit 4, Notice FI-2637. Download Form CCC-289 from forms online.
Oct 7	Quarterly Inventory of CCC Checks on Hand (FSA-289) 1-FI (Rev. 13) Par. 133, Exhibit 1
Within 1 week of Receipt of Quad	Reconciliation of CCC-514 (Administrative Funds Control Ledger) with FM-540R (Statement of Expenditures and Collection) for FY 2004 from KCMO on CCC-514-1 115-FI (Rev.5) Par. 35
Within 1 week of Receipt of Quad	Reconciliation of County Office Expenditures with Administrative CCC Check control Records (FSA-545-1) for FY04 3-BU (Rev. 1) Par. 67, Exhibit 20

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
October 8	Dispute Resolution Activity for FY 2004 – Notice APP-37. Use Exhibit 1 of the notice to submit the report to the State Office. The report should be broken down by programs as listed in Exhibit 1. Negative reports ARE REQUIRED.
October 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2), Par. 801 and Exhibit 1. This report should cover activity from September 1 through September 30. Negative reports are NOT REQUIRED.
October 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from September 1 through September 30. Negative reports are NOT REQUIRED.

**Conservation
Reports**

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
October 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
October 1	CRP Managed Haying and Grazing Report (OK Notice CRP-569, Subparagraph 5 L
October 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
October 6	Report EEA460R001, ACP and Interim EQIP Allocation Reduction Report, 1-CONSV (Rev. 2), Par. 856.
October 6	Report EEB460-R001, CCC Allocation Reduction Report, 2-CONSV, Par. 414-415.

Farm Loan Programs Reports The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
October 6	Quarterly Report of Statute of Limitations OK Notice FLP-453
October 25	Borrower Training Report OK Notice FLP-406

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

Price Support Reports The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
October 7	Commodity Loan/LDP Spot Check Report for September. Negative reports are REQUIRED .
October 7	Quarterly Information/Outreach Report for quarter ending September 30, 2004. Negative reports are REQUIRED . OK Exhibit 1, 1-INFO (Rev. 2)

Production The following are reports to be submitted to the State Office, Production
Adjustment Adjustment Section by the dates listed below:
Reports

Date	Report
Oct. 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

Administrative The following are reminders of actions to be performed in the County
Reminders Office by Administrative personnel during the month of October:

Reminder
none

Compliance/ The following are reminders of actions to be performed in the County
Peanut Office by Compliance personnel during the month of October:
Reminders

Reminder
none

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of October:

Reminder
ALL ROLLOVER ACTIVITIES ARE TO BE COMPLETED ON OCTOBER 1.
CRP Prepayment Reports completed prior to CRP annual rental payments. (1-CRP, par. 354).
CRP expiration letter to be printed on the first workday in October for all affected participants on CRP-1's that expired on September 30.
The CRP Annual Rental Payments Authorization Data Report will print after the first start of day when the CRP payment file is downloaded. The Service Center employees must review and verify the downloaded values and sign the report. (1-CRP, subparagraph 357C)
County offices shall, by the verification deadline of October 15, 2004, verify offer totals are correct, and that ranking data provided on the offer records web site matches both GSOP and the printed CRP-1 and CRP-2 records.
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions. (2-CRP, Part 6)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
October 1, 2004, is the final date for participants to report managed hay acreage.
County Offices are locked out of System 36 EQIP files at 12:00 a.m. October 1, 2004.
Last day to complete transfer of official EQIP files to NRCS is October 1, 2004.

Farm Loan Programs Reminders

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of October:

Reminder
A check sheet must be prepared on each inventory property to determine if all necessary steps have been taken and requirements met. Completed check sheets should be submitted to Phil Estes, with a copy to the District Director.
County Offices with EM Designations should send out quarterly EM Designation notification to borrowers according to FmHA Inst. 1951-T, 1951.953(a).
Farm Loan Teams are to forward FSA 1980-26, Report on Collection Activities on Liquidated Accounts, to lenders who have received a loss claim because of liquidation in the 3 years. (2-FLP Part 14, Par. 362A) These reports are due in the State Office by November 30.
DDs shall obtain and review monthly Guaranteed reports.
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK Notice FLP-365) to the respective Legal Servicing unit no later than the last workday of each month.
Rejected or withdrawn SDA loan applications for fourth quarter should be submitted no later than October 8, 2004.

Price Support Reminders

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of October:

Reminder
none

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of October:

Reminder	
Run reconstitutions reports included in 2-CM (Rev. 5), paragraph 520 and Notice CM-474 after farm records rollover.	
Spousal signature notification to producers in the first newsletter of the FY and local news release. 1-CM (Rev. 3), subparagraph 676 D.	
Counties with a combined state producer shall submit a previous FY PPH printout for the produce to the State Office.	
Print Query FARM0013 to ensure farms are properly constituted according to 2-CM (Rev. 5).	
QBOP Overpayment Registers must be run every 60 days.	
Date	Activity
October 1	Acreage reporting date for: Clover – grazing (actual date is 15 days prior to onset of grazing) Cool season grasses – grazing (actual date is 15 days prior to onset of grazing) Mixed forages that include a cool season grass variety – grazing (actual date is 15 days prior to onset of grazing)
October 1 or 10	Final planting date for: Small grains for fall/winter forage Mixed forages that include a small grain
October 15	Final planting date for clover – forage
October 16	Acreage reporting date for fall (planting period 03) spinach.